JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625

THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

Issue Date: September 10, 2021

☒ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

Posting No.: 345-21

☐ Interested individuals who meet the stated requirements

TITLE: Principal Payroll Clerk

SALARY: $39,138.73 - $54,819.43

LOCATION: Garden State Youth Correctional Facility, Office of Human Resources, Region 1 Personnel Services, – Yardville NJ

JOB DESCRIPTION: Under general supervision of a Supervisory Payroll Clerk or other supervisory official in a state department, institution, or agency, performs complex and highly responsible clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records which require the frequent exercise of independent judgment, may take the lead over a small group of clerical workers in a payroll or payroll and personnel unit; does related work as required.

REQUIREMENTS

EXPERIENCE: Two (2) years of experience in work involving payroll processing or payroll and personnel work.

PLEASE INCLUDE RESUME IN YOUR RESPONSE. <mark>POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL</mark>. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN <u>SEPTEMBER 24, 2021</u>.

Forward Response To: Region 1, Office of Human Resources
Garden State Youth Correctional Facility
PO Box 11401
Yardville, NJ 08620

Emailed resumes are to be sent <u>only</u> to: **DOC_OHR-Region1@doc.nj.gov**

The New Jersey Department of Corrections is an Equal Opportunity Employer